



EXPENSE CLAIM

Name:		
Event:	Date:	
Please identify currency used and list items claime	d (inc. train, parking etc):	£
*If claiming mileage - No. of miles: 0	x mileage rate: 45p	
Total Claimed	£ (or currency used)	
Address (if different from previous claim):	eMail Address: Telephone No.:	
Bank Details (if different from previous claim):		
Account No:	Sort Code (UK only):	
Name of Account:		
IBAN No (for foreign payments):		
Swift Code (for foreign payments):		
Bank Address (for foreign payments):		
Any routing instructions (for foreign payments):		
Signed:		
We can accept forms emailed from your registered email address	and do not need a signature in this case.	

Please complete and return this form with receipts attached either via email to finance@rmets.org or by post to Finance and Administration, Royal Meteorological Society, 104 Oxford Road, Reading RG1 7LL

* Mileage Expense Guidelines

The use of public transport is favoured over travel by car. Travel by car is acceptable if a) the equivalent journey takes 20% longer or more by public transport, or b) it is part of a lift sharing arrangement that offers lower travel costs combined than that of using public transport. Parking, tube fares and mileage to and from a railway station will continue to be reimbursed.

People with disabilities and those carrying heavy meeting equipment are exempt from this policy.

Travel, Accommodation and Subsistence Guidelines

All travel should be at the cheapest available ticket price by pre-booking wherever possible.

As a general principle the Society does not reimburse hotel accommodation, meals, refreshments, drinks etc. However in some circumstances such costs may be unavoidable and must be pre-authorised by the Chief Executive or the Meetings Manager in advance of the event

Any air travel must be by the cheapest available ticket price and should always be pre-authorised by the Chief Executive or Meetings Manager in advance.